

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** BUILDING PERMITS & INSPECTIONS

**AGENDA DATE:** MAY 24, 2005

**CONTACT PERSON/PHONE:** NELLIE MORALES

**DISTRICT(S) AFFECTED:** 7

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Constance Elementary School to hold an end of the year parade on May 27, 2005 from 10:15 a.m. to 10:45 a.m. Route: Start at school parking lot – 7755 Franklin Dr, turn right on Franklin Dr to Franklin Loop, turn left on Franklin Loop and circle around to Franklin Dr, turn right on Franklin Dr to Barton, turn right on Barton to Franklin Dr, turn left on Franklin Dr and finish at the school. Approximately 460 persons, 3 vehicles will take part and 100 spectators are anticipated. (District 7) [Nellie Morales]

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

The office of Building Permits & Inspections recommends approval for Constance Elementary to hold an end of the year parade on May 27, 2005. The department has no objections with this event.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

N/A

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: May 11, 2005

TO: CITY CLERK

FROM: Constance Hulbert Elementary  
Nellie Morales

Telephone  
(8:00 AM – 5:00 PM)

Please place the following item on the **CONSENT** Agenda for the Council Meeting of:

May 24, 2005

Item should read as follows:

Constance Elementary School to hold an end of the year parade on May 27, 2005 from 10:15 a.m. to 10:45 a.m. Route: Start at school parking lot – 7755 Franklin Dr, turn right on Franklin Dr to Franklin Loop, turn left on Franklin Loop and circle around to Franklin Dr, turn right on Franklin Dr to Barton, turn right on Barton to Franklin Dr, turn left on Franklin Dr and finish at the school. Approximately 460 persons, 3 vehicles will take part and 100 spectators are anticipated. (District 7) [Nellie Morales]

SPECIAL INSTRUCTIONS:

----- PERMIT # 05-058 -----

BUILDING PERMITS & INSPECTIONS USE Item No. \_\_\_\_\_

☒ POLICE DEPARTMENT

☒ FIRE DEPARTMENT

☒ SUN METRO

N/A PARKS DEPARTMENT

☒ ENGINEERING/TRAFFIC

N/A TXDOT

N/A STREET DEPARTMENT

N/A CIVIC CENTER

☒ COMPLETE

**REQUEST FOR TEMPORARY USE OF  
CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES**

Fees: \$15.75 One event to take place on one day.

[36010119/404123]

\$21.00 Multiple permits for two or more similar events to take place on consecutive days. **(Please note:** a street may not be continuously blocked for more than 24 consecutive hours. If a multiple use permit is granted, the street must be cleared, cleaned and opened between the two separate uses.)

(Please type or print)

1. Applicant:

Constance Hulbert Elementary

(Person/Organization)

Contact Person:

Neillie Morales

Name

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event:

End of the Year Parade

(Moving)

XXX Parade

     Demonstration

     Foot Race/Walk

     Bike Race

     Other:                     

(Stationary)

     Block party

     Bazaar

     Festival

     Sidewalk Sale

     Other:                     

3. Date of Event:

May 27, 2005

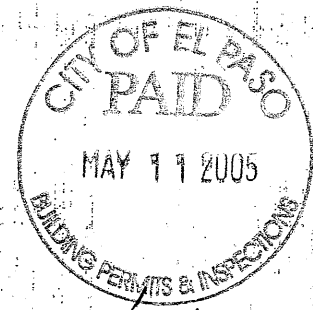
Total Time of Event:

from 10:15 to 10:45  
(Time) (Time)

Time in which police traffic control services will be needed:

from 10:15 to 10:45

This is the time in which police officers will be moving your event on the streets. This is the time for which you will be charged for police traffic control.



5/24

4. Approximate number of participants:

460 Persons 3 Vehicles        Animals        Other        Specify:       

\*Section 13.32.100 requires you to keep the parade route clean and free of animal excrement during the parade.

5. Approximate or anticipated number of spectators: 100

6. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

Celebrate the end of the school year by parading in the school

COMMUNITY. It is the last culminating event of the school year.

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number:       

7. Proposed Route: (streets, parks, sidewalks to be used or blocked)

**ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP**

Leave school parking lot and take a right on Franklin Drive.

Take Franklin Loop to the left and circle right on Franklin Loop.

Take a right on Barton Street and a left on Franklin Drive to return to school.

Location of assembly area, if separate or different:

School Parking Lot

### **IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:**

If traffic control will be provided by the El Paso Police Department for a moving event, you must submit a map of the route for the event. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.110. You will be billed for the actual cost after the event.

If traffic control will not be provided by the El Paso Police Department, then you must submit a map and written traffic control plan to Building Permits & Inspections or the Engineering/Traffic Division, not less than seven days prior to the date of the event.

You will also be responsible for paying for and providing any barricades and signs. The barricading shall be manned and the barricading and signing shall comply with the provisions set forth in the State's

"Manual of Uniform Traffic Control Devices." Please feel free to contact the City's Engineering/Traffic Division, 6<sup>th</sup> Floor, 541-4050, for more information.

8. Amplification devices to be used:        Yes XXX No

Use permitted only between the hours of 7 a.m. and 10 p.m.

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used. Also, state whether or not the purpose is advertising any goods, property, services, or entertainment, the primary purpose of which advertising is the making of a profit for a business.

Regarding the use of San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6<sup>th</sup> Floor, and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

9. Method of Street and Right-of-Way cleaning:

Safety Patrol members will pick up litter after parade.

Section 13.32.100 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filling out a separate request form and submitting it to Building Permits & Inspections Office no later than fourteen days prior to the date of the event.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

M. Morales

Signature of Applicant

5/6/05

Date

For Constance Hulbert Elementary School

(Organization/Sponsor, if any)

Please note: If the parade or temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.

52009

Revised 07/2002

For Office Use Only

Event: CONSTANCE HULBERT ELEMENTARY END OF THE YEAR PARADE

\$15.75 Fee Paid: 6200500000000001009

\$21.00

City Council Hearing: MAY 24, 2005

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERMIT

EVENT: CONSTANCE HULBERT ELEMENTARY END OF THE YEAR PARADE

LOCATION 7755 FRANKLIN DR, FRANKLIN LOOP, AND BARTON

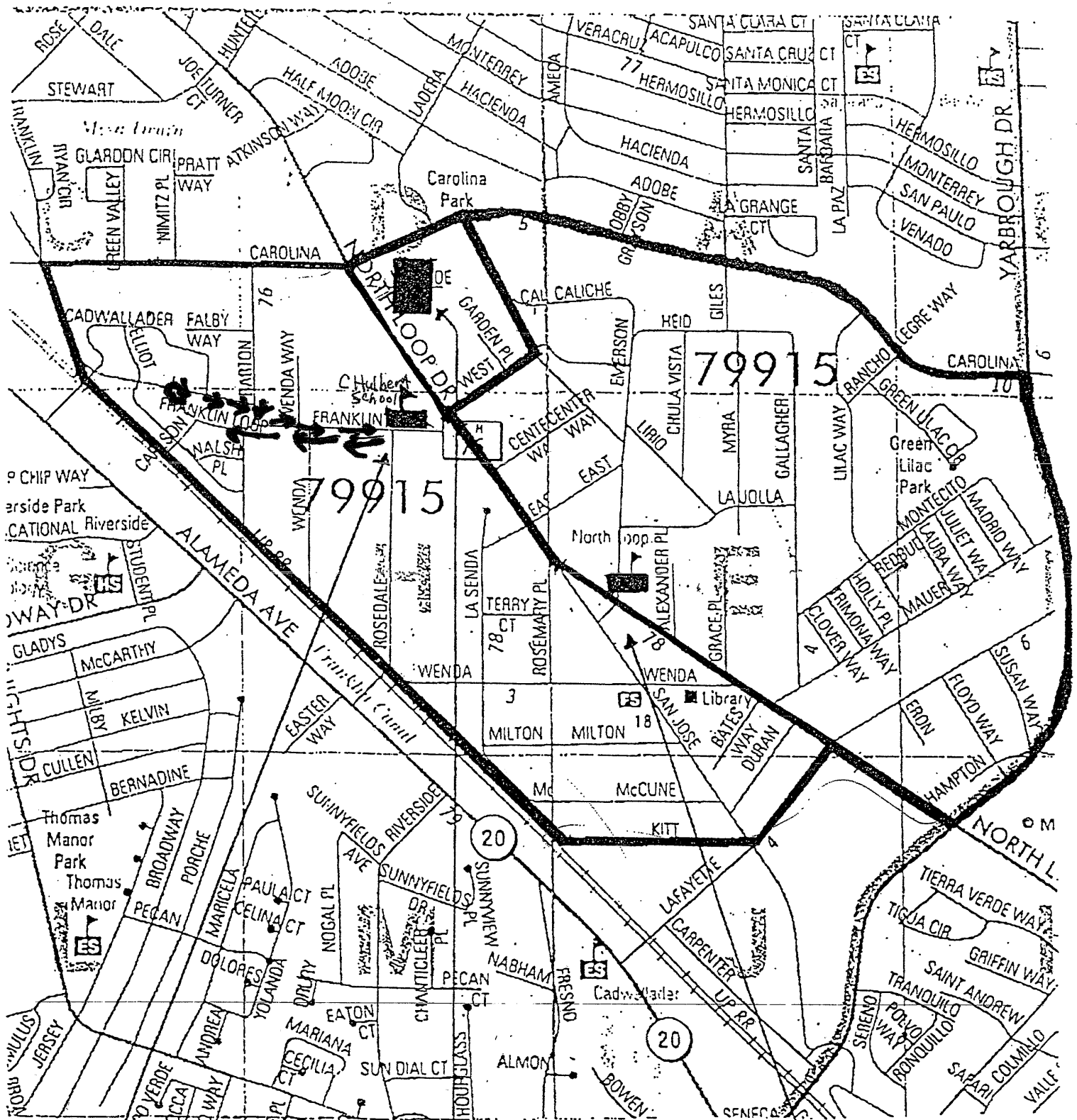
DATE OF EVENT: MAY 27, 2005 FROM 10:15 A.M. TO 10:45 A.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

\_\_\_\_\_  
**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**

# North Loop Elementary - Constance Hulbert Elementary Boundary Considerations II



Constance Hulbert  
Parade Route

Marmolejo Apts.  
Complex 1 & 2

North Loop



5/11/2005  
10:09:13AM

**Receipt #: 6200500000000001009**

**Date: 05/11/2005**

Station ID: 6

**Line Items:**

Case No	Address	Tran Code	Description	Revenue Account No	Amount Paid
		BPI_PARADE	Parade Permits - 15.7500 @ \$1.0000	36010119-404123	15.75
Line Item Total:					<b>\$15.75</b>

**Payments:**

Method	Payer	Bank No	Account No	Confirm No	How Received	Amount Paid
Check	NELLIE MORALES		7884		In Person	15.75
Payment Total:						<b>\$15.75</b>



May.11. 2005 10:41AM CITY OF EL PASO

No.8689 P. 5/14

## For Office Use Only

Event: CONSTANCE HULBERT ELEMENTARY END OF THE YEAR PARADE\$15.75 Fee Paid: 620050000000001009  
\$21.00City Council Hearing: MAY 24, 2005

## Copy to:

☒ Police Department  
☒ Fire Department *me*  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

## Comments:

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PERMITEVENT: CONSTANCE HULBERT ELEMENTARY END OF THE YEAR PARADELOCATION 7755 FRANKLIN DR, FRANKLIN LOOP, AND BARTONDATE OF EVENT: MAY 27, 2005 FROM 10:15 A.M. TO 10:45 A.M.City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR



For Office Use Only

Event: CONSTANCE HULBERT ELEMENTARY END OF THE YEAR PARADE

\$15.75 Fee Paid: 620050000000001009  
\$21.00

City Council Hearing: MAY 24, 2005

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

Sun Metro has no objection  
to this event.  
L Lujan 5-11-05

**PERMIT**

EVENT: CONSTANCE HULBERT ELEMENTARY END OF THE YEAR PARADE

LOCATION 7755 FRANKLIN DR, FRANKLIN LOOP, AND BARTON

DATE OF EVENT: MAY 27, 2005 FROM 10:15 A.M. TO 10:45 A.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

For Office Use Only

Event: CONSTANCE HULBERT ELEMENTARY END OF THE YEAR PARADE

\$15.75 Fee Paid: 6200500000000001009

\$21.00

City Council Hearing: MAY 24, 2005

Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

Comments:

ENGINEERING - TRAFFIC DIVISION HAS NO OBJECTIONS TO PARADE ROUTE.  
TRAFFIC CONTROL BY POLICE OFFICERS

Michael Bennett X4052  
TRAFFIC SPECIALIST I  
5/12/05

PERMIT

EVENT: CONSTANCE HULBERT ELEMENTARY END OF THE YEAR PARADE

LOCATION 7755 FRANKLIN DR, FRANKLIN LOOP, AND BARTON

DATE OF EVENT: MAY 27, 2005 FROM 10:15 A.M. TO 10:45 A.M.

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR

For Office Use Only

Event: Constance Hulbert Elementary End of the Year Parade

\$15.75 ☐ Fee Paid: 6200500000000001009  
\$21.00 ☐ Date

City Council Hearing: May 24, 2005  
Date

Copy To:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering – Traffic Div.  
☐ Highway Department  
☐ Street Department

**Comments:**

The El Paso Police Department has no objections with this event.

The Department will police the event with 4 officers and 4 vehicles.

Estimated cost to city: \$75.00 Estimated cost to applicant: \$25.00

PR 05-058

PERMIT

EVENT Constance Hulbert Elementary End of the Year Parade

LOCATION: 7755 Franklin Dr., Franklin Loop, and Barton

DATE OF EVENT: May 27, 2005 from 10:15 a.m. to 10:45 a.m.

CITY COUNCIL ACTION:      Approve      Disapprove      Approve w/ Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

\_\_\_\_\_  
Building Permits & Inspections Director

JOE WARDY  
MAYOR

JOYCE WILSON  
CITY MANAGER

R. ALAN SHUBERT, P.E.  
DIRECTOR



May 16, 2005

**BUILDING PERMITS &  
INSPECTIONS DEPARTMENT**

Constance Hulbert Elementary  
Nellie Morales

**CITY COUNCIL**

SUSAN AUSTIN  
DISTRICT NO. 1

ROBERT A. CUSHING, JR.  
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO  
DISTRICT NO. 3

JOHN F. COOK  
DISTRICT NO. 4

PRESI ORTEGA  
DISTRICT NO. 5

PAUL J. ESCOBAR  
DISTRICT NO. 6

VIVIAN ROJAS  
DISTRICT NO. 7

ANTHONY W. COBOS  
DISTRICT NO. 8

**FROM:** Building Permits & Inspections  
**SUBJECT:** Application for use of City Streets/Sidewalks (in connection with a Parade, Walk, Run, etc.)

This is only a recommendation from Building Permits & Inspections to the Mayor and Council. They will make the final determination at the City Council Meeting on May 24, 2005 at 9:00 a.m. We recommend a representative be present to answer to answer any questions that City Council may have.

**REQUEST:**

Constance Elementary School to hold an end of the year parade on May 27, 2005 from 10:15 a.m. to 10:45 a.m. Route: Start at school parking lot – 7755 Franklin Dr, turn right on Franklin Dr to Franklin Loop, turn left on Franklin Loop and circle around to Franklin Dr, turn right on Franklin Dr to Barton, turn right on Barton to Franklin Dr, turn left on Franklin Dr and finish at the school. Approximately 460 persons, 3 vehicles will take part and 100 spectators are anticipated. (District 7) [Nellie Morales] Permit # 05-058

**RESPONSES:**

No objections from Fire, Sun Metro and Traffic/Engineering. The El Paso Police Department has no objections with this event. The Department will police the event with 4 officers and 4 vehicles. Estimated cost to city: \$75.00 Estimated cost to applicant: \$25.00. The office of Building Permits & Inspections recommends approval.

A handwritten signature in black ink, appearing to read "R. Alan Shubert".

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R. ALAN SHUBERT, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR